



WITTON PARK ARENA FACILITIES

Witton Country Park, Preston Old Road, Blackburn, BB2 2TP

Phone: 01254 666966 / 666967 Email: wparena@blackburn.gov.uk

Application form to hold events and activities in Witton Country Park

Area of park required (delete): outdoor athletics track / indoor track / Showfield / Country Park /Pleasington playing fields

Event /activity _____

Day and date(s) of event _____

Start and finish time (to include setting up/preparation and clearing away time)

Event organiser _____

Brief details of event (include estimated numbers of participants and spectators, nature of the event/ activity, any entertainment likely to take place, a plan of the event layout etc.)

(Use a separate sheet if required)

For athletics events only

Facilities and equipment required e.g. hurdles, high jump etc:

The agreement for any event held within Witton Country Park of Blackburn with Darwen Borough Council is given on condition that all of the following points are strictly adhered to:

If the booking has to be cancelled Witton Park Arena must be contacted as soon as possible using either of the 2 telephone numbers – 01254 666966 or 666967

- 1) The event shall be subject to the appropriate terms and conditions of booking (copy attached)

2) Byelaws

The event shall be subject to the Byelaws relating to Witton Country Parks as of 1984. (copy attached)

3) Admission

No charge shall be made for admission to the park or any event staged within the park, except with the previous written consent from the Council.

4) Restriction of user

- a) The park will not be used for any purpose or in any manner other than that specified in the booking form.
- b) The booking agreement shall not be transferred to any other person/organisation.
- c) The land shall not be used so as to cause a significant nuisance or annoyance to residents or occupiers of neighbouring land.
- d) The event shall only be permitted to operate on the site any time between 10am and 9pm unless agreed under a separate licence or agreement. All activities and music (if applicable) must cease promptly at 9pm.
- e) Care must be taken to minimise any potential noise nuisance likely to be suffered by local residents.
- f) Permission must be requested before affixing any notices, placards etc. or the erection of any temporary structures e.g. marquees within the park.
- g) The hirer must comply with The Cleaner Neighbourhoods and Environment Act and therefore fly-posting and illegal advertising is not permitted. In the event of any such contravention to this condition the hirer shall reimburse in full the Council's cost and associated expenses incurred in removing any offending advertisements, the Council will be entitled to deduct and retain any such costs from the booking agreement attached bond. If the hirer wishes to place any advertising material on 'street furniture' outside the bounds of the park, then this must only be with the permission of the traffic section.
- h) The event organiser shall ensure that adequate access is provided at all times for emergency service vehicles.
- i) Departure from the site onto Preston Old Road must not take place at peak traffic times ie between 8am and 9am and between 4.30pm and 6pm

5) Event organisation – a written statement must to be presented to the Park Manager on how the following items have been addressed

For the period of hire the Event Organiser is responsible for:

- a) Organising stewarding and security of the event
- b) Ensuring adequate toilet provisions are made
- c) Provision of First Aid cover
- d) Traffic management both within the park, on car parks and of participants coming to and leaving the event – if of sufficient size the event will require a traffic management plan.
- e) Adequate provision for disabled access
- f) Liaising with the Police and emergency services; their advice must be adhered to
- g) Waste management – the Event organiser is responsible for the adequate provision of waste removal from the site after the event. A fee will be charged for the clearing up of any litter and waste remaining
- h) At the end of the event, the land must be re-instated to its original condition. If re-instatement is required, the Event organiser will be responsible for the costs incurred. A bond may be required for certain events at the discretion of the Park Manager.

6) Explosives, inflammable spirits etc

- a) No explosives or highly inflammable spirits are to be brought into the park or use any naked lights in any park of the park or allow any act or performance involving danger to the public.
- b) Applicant requesting the staging of bonfires or fireworks displays must obtain the written permission from the Park manager. All pyrotechnic companies used for displays must be licensed by the appropriate licensing body (HSE).

7) Electrical requirements

- a) If a temporary electricity supply is required for the event the Park manager must be contacted to discuss requirements.
- b) Any electrical installation work or temporary supplies must comply with the current edition of the IEE Regulations plus amendments and must be carried out by an approved electrical contractor.
- c) The Event organiser must undertake to pay the recharge for electricity consumed during the event.
- d) All electrical equipment to be used must have a 'Portable Appliance Testing' certificate (PAT).

8) Catering

Exclusive catering rights throughout the whole park are held by the operators of the Pavilion café, run by Blackburn with Darwen Council. No catering can be carried out without their prior agreement and approval. Contact details are as follows: 01254 697307.

9) Licences

All relevant licences for the event (e.g. street collection licences; trading; alcohol etc) are the responsibility of the Event Organiser. The Park Manager may ask to see copies of the above.

10) Loss of or damage to articles

- a) The Council will not accept responsibility for the loss of or damage to any article or thing brought to an event or left in the park area or buildings.
- b) The Event Organiser will indemnify the Council against all actions and claims whatsoever that may arise out of the use of the land, during the event, and during the setting up and dismantling of the event.
- c) All events are required to have their own public liability insurance and risk assessment. Copies of these must be sent to the Park Manager before the event takes place.

11) Cancellation by Event organiser

- a) If the booking is cancelled
 1. Giving more than 14 days notice the Event organiser will only be liable for any costs incurred by the Council
 2. Giving between 7 and 14 days notice, 50% of the hire fee will be charged
 3. Giving less than 7 days notice then 100% of the hire fee will be charged

12) Right to suspend or control

If the Event organiser fails to comply with any requirements or directions made by the Council then the Director of Culture, Leisure and Sport is at liberty to suspend or control, in any way he deems necessary, any matter or proceeding which is not in accordance with the terms and conditions of the booking agreement. The Council will not be rendered liable for any damages in respect of such a suspension or control whether or not the action should be in fact have been justified.

13) Right to terminate

The Council may terminate this booking at any time whenever it is deemed that the event would not be in the interest of good management of the park or in the event of the Government, Council or other public body requiring the use of the park for any matter of special importance. Whilst the Council will give to the Event organiser reasonable notice they shall not be liable for any damages or otherwise arising out of the termination of the booking under this clause.

14) Failure to conform to terms and conditions

If the Event organiser fails to observe the terms and conditions of the booking agreement the Park manager may on behalf of the Council without notice cancel the booking.

IMPORTANT NOTES

The signing and returning of this agreement does NOT give permission for the event to take place. Permission will be given in the form of a signed letter from the Park Manager when satisfaction of all the above requirements has been met.

I hereby agree to the above terms and conditions

Signed (Event Organiser)

Print (name) Date

Name of group/ organisation

Address

.....

Postcode Telephone (day) (evening).....

Email Address

Invoice name, address and email if different to above

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Please return to:

Shift Officer

Witton Park Arena

Witton Park

Preston Old Road

Blackburn, BB2 2TP

Telephone: 01254 666966 / 666967 or 666977

DOCUMENTS CHECKLIST

Below are listed the essential documents that you must have in place for your event.

Other documents may be required depending on the nature of the event.

Copies of these should be returned with this booking form.

PUBLIC LIABILITY INSURANCE (expiry date)

RISK ASSESSMENT

ANY LICENCES REQUIRED

(eg street collection, trading)

WRITTEN DOCUMENTATION/PLAN

(to cover all items in point 5 of the 'Terms and conditions')